

POSITION DESCRIPTION

POSITION TITLE: Bilingual Program Coordinator, Neighborhood Tutoring Program

REPORTS TO: Manager, Neighborhood Tutoring Program

FLSA: Exempt

This position description incorporates the core responsibilities of the job. It is recognized that other related duties not specifically mentioned might also be performed, and that not all responsibilities may be carried out depending on operational needs.

POSITION PURPOSE

Under the supervision of the Program Manager, the Bilingual Program Coordinator is responsible for supervising 3 program sites during the school year and the Summer Academy. The Bilingual Program Coordinator must have the ability to supervise both full time AmeriCorps staff & part time interns and be confident in providing guidance to volunteer tutors on the use of creative teaching techniques to encourage students' learning. The candidate must also be fully bilingual in English and Spanish and will serve as the primary contact for NTP's Spanish speaking families (about 45% of the students we work with). This position will expose the candidate to a variety of program management, administrative responsibilities, program evaluation, project planning, and general nonprofit operations experience.

PRINCIPLE ACCOUNTABILITIES

Program Administration & Supervision (30%)

The Bilingual Program Coordinator directly supervises and evaluates one AmeriCorps members and two interns throughout the school year. Conducts quality assurance during program to ensure curriculum is being implemented appropriately. Maintains a supportive, organized, and cohesive program environment including positive relationships with students and tutors. Develops innovative ways to keep students engaged in the curriculum and provides tutors with effective ideas for effective implementation of curricula and activities. Implements FLOC's attendance and behavior management policies consistently and effectively. Involves the Program Manager in student and /or parent situations when appropriate or needed.

Parent Engagement (25%)

Translate permission slips, notices, informational packets, and other relevant documents in Spanish in a timely manner. Serve as Intake Specialist for Spanish-speaking families to ensure students are correctly and accurately moving through the enrollment process. Develops and refines internal procedures to guarantee effective communication with all NTP, Spanish-speaking families.

Teamwork/Collaboration (10%)

Serve as the liaison between FLOC and local schools, local universities and other partners. Coordinate one FLOC signature event per year and field trips throughout the year for students and their families.

Evaluation (15%)

Records, tracks, and ensures accuracy of data related to student progress, attendance, contact information, and meals each week. Ensures that all students are pre-tested prior to enrollment & post-tested after participation. Compiles site specific data and writes site specific reports as needed and requested by the Program Manager

Training (10%)

Occasionally serves as a lead trainer for tutor training in both math and reading curricula. Demonstrates a working knowledge of the curricula, including the necessary expertise, skills and abilities to be successful in this position. Assists with training for site coordinators, new staff members & interns.

Other Duties (10%)

Assists the Program Manager and recruitment team with additional projects as needed

EDUCATION

Bachelor's degree required. Spanish language fluency required.

EXPERIENCE

1-2 years' experience providing educational programming to school aged youth. Program administration and /or supervision experience. Experience with Microsoft Office, data management and analysis and enthusiastic about the FLOC mission, education, and the nonprofit sector.